

# ATS Blackboard How-To: *Copy Content from Course to Course*

If you are teaching a course with similar content to a course previously used in Blackboard, the Course Copy function will be of great use. You will need to know only the course Id of the course you want to copy data into. This will be the Banner name for the course (i.e. HIST222A\_20610). In order to see your course Ids, click on the "Courses" tab at the top of the screen at anytime.

## **To copy your content from one course to another:**

- 1.) Click on the course you want to copy content from.
- 2.) Under the "Course Menu", click "Control panel".
- 3.) Click "Course Copy" from the "Course Options" menu.
- 4.) Choose "Copy Course Materials into an Existing Course".
- 5.) Enter in the Course ID of the course you want to copy to.
- 6.) Check the material to be copied, and click "Submit".
- 7.) Click "Ok" at the next screen and you are finished!